

**BY ORDER OF THE COMMANDER
ELECTRONIC SYSTEMS CENTER**

**ELECTRONIC SYSTEMS CENTER
INSTRUCTION 48-131**

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Aerospace Medicine
VETERINARY HEALTH AND ANIMAL CONTROL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 66 MDOS/SGOAM (Capt. Moy)
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This instruction (1) establishes the policies governing animal control, and (2) identifies the responsibilities of pet owners concerning the possession and control of animals maintained on Hanscom Air Force Base (AFB). It mentions the duties that various individuals and organizations have in preventing and controlling communicable diseases among animals, and the measures needed to protect the health and safety of personnel and animals on Hanscom AFB. Requirements for animal possession and control not outlined in this instruction will be forwarded to the Base Veterinarian (SVS/SVRV) for consideration. This instruction is punitive; violators are subject to disciplinary actions as per the directives contained in (1) Article 92 and Article 134 of the Uniform Code of Military Justice (UCMJ), and (2) applicable federal and state regulations. The provisions set forth in this instruction apply to all military and civilian personnel on Hanscom AFB, all tenant organizations, and to all visitors. It implements AFD 48-1, *Aerospace Medical Program*.

SUMMARY OF REVISIONS

This revision (1) updates office symbols, (2) updates references to include relevant State and Army regulations, and (3) more clearly defines authorized animals in various types of personnel housing (paragraph 5). Paragraph 6.1 has been changed to state that an owner must annually renew a pet's registration on the anniversary of the rabies vaccination. Pet owners are directed to contact their veterinarian for appropriate alternatives for disposal of dead animals (paragraph 7). The base veterinarian will advise housing and SFS/SFOL on how to determine unacceptable conditions (paragraph 4). Finally, this instruction includes animals maintained at FAMCAMP and the mobile home park.

1. Policy: The policy within HQ AFMC is to provide the widest latitude towards the maintaining of privately owned animals. The privilege of maintaining a privately owned animal on Hanscom AFB depends on the animal's ability to live harmoniously within the military community. The Base Commander (66 ABW/CC), or designated representative, may withdraw this privilege when (1) there is a threat to the health and safety of personnel, other animals (or both); (2) the animal is continually

destructive to private or government-owned property, (3) the animal is creating a public nuisance, or (4) the animal is being inhumanely treated.

- 2. References:** AFJI 48-131, *Veterinary Health Services*.
330 CMR 10.00, *Prevention of the Spread of Rabies*
AR 40-905, *Veterinary Health Services*

3. Terms Defined:

- 3.1. Animal abuse - behavior that causes pain, suffering or death to any living animal (excluding legal hunting or scientific surveys).
- 3.2. Animal neglect - intentional disregard of an animal's well being that results in physical pain, suffering or death to that animal (excluding legal hunting or scientific surveys).
- 3.3. Exotic animals - wild animals normally restricted to zoos (e.g., squirrels, feral rabbits, skunks, foxes, raccoons, monkeys, snakes, bats, alligators, crocodiles, turtles, falcons, piranha, tarantulas, ducks or geese).
- 3.4. Feral animal - a wild animal or a domestic animal that has become wild.
- 3.5. Livestock - domestic animals normally kept for food (e.g., fowl) or draft purposes. Note: Horses are not considered livestock.
- 3.6. Nuisance - animal behavior that is offensive, harmful or annoying (e.g., barking, biting, snapping, chasing moving vehicles).
- 3.7. Pet - a domestic cat, dog, or any small-caged animal (q.v.) kept for personal pleasure.
- 3.8. Privately owned animal - an animal that is owned by personnel who are authorized military privileges.
- 3.9. Small-caged animals - domestic animals that are maintained strictly within a cage and kept for personal pleasure (e.g., parakeets, mice, guinea pigs, gerbils, hamsters, ferrets).
- 3.10. Stray - a domestic animal that is found wandering at large without an owner.
- 3.11. Transient animal - any animal brought onto the base that is not a resident.
- 3.12. Veterinary Treatment Facility (VTF) - a medical treatment facility run by a Veterinary Corps officer under the provisions of AFJI 48-131, paragraph 4-2. A VTF exists for the care of government and privately owned animals. On Hanscom AFB, the VTF is located in Bldg 1219.

4. Responsibilities:

4.1. The Commander, 66th Medical Group (66 MDG/SG) will:

- 4.1.1. Develop the medical features of a rabies control program and coordinate the program with civilian authorities, when necessary.
- 4.1.2. Ensure that animal bites are reported.
- 4.1.3. Ensure that patients who have been bitten by animals are appropriately treated.
- 4.1.4. Contact the Alert Photographer (66 SPTG/SCVP) if the treating physician deems it necessary. (The 66 SPTG/SCVP documents injuries that may be involved in litigation.)

4.2. The Base Veterinarian (VS/CNV) will:

- 4.2.1. With the VTF, provide rabies vaccinations and annual registrations of privately owned animals maintained on Hanscom AFB.
- 4.2.2. Issue registration tags for all dogs, cats and ferrets.
- 4.2.3. At registration, remind animal owners that they are required to comply with pet registration policies.
- 4.2.4. Direct that privately owned animals involved in biting or scratching incidences be placed under quarantine (absolute or home).
- 4.2.5. If deemed necessary, perform necropsies on animals that have died or been destroyed on the base.
- 4.2.6. Assist the Security Forces and Housing in investigating (1) animal abuse or neglect, and (2) other matters requiring professional veterinary medical advice.
- 4.2.7. Advise the Security Forces on the appropriate action to take when an animal poses a medical threat to the Hanscom community. Advise Housing Management (66 SPTG/CEH) on how to determine unacceptable condition. (See Atch 1 for the abuse or neglect guidelines.)
- 4.2.8. Provide security Forces with list of registered animals.

4.3. Law Enforcement (66 SFS/SFOL) will perform the following:

- 4.3.1. Capture stray animals on the base and deliver them to the stray holding facility adjacent to Bldg 1725. The Lexington Humane Society and the Animal Rescue League of Boston are responsible for picking up stray animals.

4.3.2. Investigate nuisance reports, or reports of animal abuse or neglect.

4.3.3. As directed by VS/CNV, capture and impound an animal in order to (1) protect the health and safety of humans or other animals, and (2) protect the animal from inhuman treatment.

4.3.4. As directed by VS/CNV, assist in enforcing all quarantining procedures.

4.3.5. Investigate all incidences of animal bites and state the findings to VS/CNV. Try to determine if the attacks were provoked or unprovoked.

4.3.6. Investigate all violations of this instruction and provide pertinent information to 66 ABW/CC or 66 SPTG/CEH.

4.4. Housing Management (66 SPTG/CEH) will perform the following:

4.4.1. Inform animal owners who move into base housing of the requirements for maintaining pets. (See paragraph 4.6.)

4.4.2. Upon the recommendations of VS/CNV and 66 SFS/SFOL, prepare (1) letters of intent to bar, and (2) letters to bar for animal owners who have failed to remove their animals from the base after being instructed to do so. Send the letters to 66 ABW/CC for approval and signature.

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4.4.4. Inspect housing areas to determine if the residents have been complying with the prescribed standards (e.g., fencing, waste removal). VS/CNV will assist 66 SPTG/CEH with the evaluation upon request.

4.5. Entomology (66 SPTG/CEH) will:

4.5.1. Pick up dead animals (stray or feral; not personal pets) on the base and dispose of the carcasses.

4.5.2. Ensure the capture of feral animals with the use of humane traps and conduct disposition procedures as per the requirements outlined in US and Massachusetts regulations.

4.6. Animal owners will perform the following:

4.6.1. Register all dogs, cats and ferrets. (See paragraph 6.1.)

4.6.2. Restrain their animals at all times to prevent them from becoming a nuisance to people or other animals on Hanscom AFB. Owners are responsible for any damages to property

(government or private) which their pets may incur.

4.6.3. Make sure pets wear a collar or harness while outside of your assigned premises. Note: The collar or harness must have a securely attached and up-to-date Hanscom AFB registration tag. It is recommended that a registration tag not be attached to a choke chain.

4.6.4. Make sure pets do not run at large while being exercised. While outside the owner's premises, an animal must be kept under the control of a mature and responsible individual (i.e., in a fenced-in area from which there is no escape or on a leash). If an animal escapes from a fenced-in area, it will be considered prima facie evidence that (1) the fence was not secure; and (2) the owner was negligent. The 66 SPTG/CEH must approve all structures or enclosures (other than pre-built doghouses) that are used to restrain animals. Note: Outdoor housing is mandatory for all animals kept outside an owner's residence.

4.6.5. Provide their animals with adequate and proper housing, restraint, food, water and medical care.

4.6.6. Provide for the daily removal and proper disposal of animal waste in quarters areas or other adjacent common use areas.

4.6.7. Assist people in obtaining medical care for injuries incurred by their animals.

4.6.8. Deliver to the VTF any animal that is involved in a biting or scratching incident. VS/CNV may quarantine the animal for 10 days. An animal that dies before the end of the quarantine must be delivered to the VTF for a postmortem examination. Should VTF personnel be unavailable for a pre- or post-quarantine examination, the owner may bring the animal to a civilian veterinarian.

4.6.9. Allow a VS/CNV representative, or a representative from 66 MDG/SGOAM, to perform a sanitary inspection of any area in which animals are kept.

4.6.10. Prevent pets from entering the following: public buildings, transient-temporary bachelor quarters (enlisted or officer), guesthouse facilities, tennis courts, golf courses, Commissary, Base Exchange, Base Theater, swimming pool enclosures, playgrounds, baseball fields and schoolyards. Owners must not allow pets to interfere with official reviews, ceremonies or parades; events such as pet shows and field trials are exceptions. Note: An owner may take a Seeing Eye dog into the aforementioned areas as authorized by Congress.

4.6.11. Isolate unsprayed female animals during their estrus cycles to prevent them from attracting male animals.

4.6.12. Take proper measures to house their animals before departing on TDY, PCS or leave (i.e., remove the animal from the base; or place the animal in a kennel, home or local humane shelter). Obtain an animal's health records at the VTF before PCSing.

4.6.13. Follow the procedures that are (1) noted in AFJI 48-131, (2) recommended by VS/CNV, and (3) approved by 66 ABW/CC.

Authorization of Animals:

5.1. Families may keep a maximum of two uncaged pets in their family housing units. To request more than the maximum, send a written letter with a complete justification to 66 SPTG/CEH through VS/CNV.

5.2. Individuals cannot maintain exotic animals on Hanscom AFB.

5.3. Individuals cannot maintain livestock or horses on Hanscom AFB as privately owned animals.

5.4. Personnel who reside in unaccompanied or temporary quarters may not keep a dog, cat or ferret in their units. Commanders may authorize the keeping of small-caged animals, caged birds, or aquarium fish in unaccompanied housing on a case-by-case basis.

5.5. With the recommendation of VS/CNV and the approval of 66 ABW/CC (or designated representative), personnel may keep a canine mascot in an appropriate kennel facility located outside their living quarters.

5.6. The breeding or raising of privately owned animals for commercial purposes is prohibited on Hanscom AFB.

5.7. Pet owners may maintain litters on their premises, but they are required to part with the animals within 90 days. An owner may keep animals from a litter as long as the total amount chosen does not exceed the maximum allowed limit. (paragraph 5.1.)

Registration of Animals:

6.1. Dogs/Cats/Ferrets: New residents of Hanscom AFB must register their dogs, cats and ferrets, 3 months or older, at the VTF within 30 days of moving into family housing. Individuals already residing on Hanscom AFB must register a new dog, cat or ferret within 7 days of acquiring the animal. The VTF will provide registration tags to all owners. A tag must be attached to the animal's collar or harness and worn at all times while the pet is outside the owner's premises. The original owner is responsible for the tag until it is returned to the VTF or until the animal is sold or given away and the records transferred. Should the animal remain on base, the new owner would be required to register the animal as per the directives contained in this instruction. For registration purposes, owners will maintain a valid rabies vaccination certificate that a licensed veterinarian has issued. A rabies certificate must include the animal's description, age, date of vaccination and type of vaccine. Owners should maintain appropriate vaccine papers as prescribed by base veterinarian and are responsible for keeping pets current on rabies vaccination and base registration.

6.2. Authorized sponsors of pet shows, field trials, equestrian events and other activities involving the transportation or deliverance of transient animals must provide VS/CNV an estimated number of animals to be brought onto the base. Show sponsors are required to notify VS/CNV at least 30 days before the event. To protect the health and welfare of Hanscom residents, VS/CNV may require owners of transient animals to present (1) written certificates showing all the immunizations and tests required by this instruction, and (2) health certificates indicating the animals are free of any communicable diseases. Note: A veterinarian must have signed the latter no more than 10 days before the animal's date of entry. Show sponsors will notify VS/CNV when there is a question about the health of a transient animal. VS/CNV has the authority to (1) deny an animal access to the base if it poses a threat to the health or safety of people or other animals, or (2) remove an animal from the base if it poses a threat to people or other animals.

6.3. Hanscom military personnel are responsible for the privately owned animals of their guests; therefore, they must ensure said animals present no threat to the health or safety of people or other animals while on the base.

Disposal of Dead Animals:

7.1. Pet owners must ensure the disposal of dead animals (contact local veterinarian for disposal alternatives). An owner has 7 workdays to notify the VTF of an animal's death. This is done so VTF personnel can remove the animal's medical records from the active files.

7.2. Any person who finds a dead animal (domestic or feral) on the base (including roads) has an obligation to report the find. Contact the 66 SFS/SFOL desk sergeant or the Civil Engineer Squadron desk sergeant (66 CES/CCQF). The 66 CES/CCQF will direct 66 CES/CEOHE to dispose of the carcass.

7.3. An owner must notify the VTF immediately of any animal that dies within 10 days of biting or scratching a person. This is done so the VTF may initiate laboratory proceeding for rabies testing.

Violations and Assigned Actions:

Stray/Nuisance Animals:

8.1.1. The Security Forces captures stray animals on Hanscom AFB.

8.1.2. An owner may obtain the release of a pet that the Security Forces has impounded as a stray.

Owners must contact the Lexington Humane Society (for dogs) or the Animal Rescue League of Boston (for cats). Before the impoundment facility can release an animal, the owner must pay all impoundment charges.

8.1.3. The Security Forces notifies 66 SPTG/CEH when an animal creates a nuisance on the base as the

result of an owner's negligence. The 66 SPTG/CEH may direct an owner to remove the animal from the base whether or not a previous incident exists.

Animal Bites/Scratches:

8.2.1. Persons who have been bitten or scratched by an animal (including their own pet) must visit the Clinic (66 MDG) to furnish information concerning the incident.

8.2.2. An owner whose pet is involved in a biting or scratching incident must comply with the quarantining procedures outlined in AFJI 48-131/AR 40-905.

8.2.3. Upon request, the Security Forces will capture and impound any animal involved in a biting or scratching incident when (1) the animal's owner is unknown, or (2) the animal's owner cannot be found.

8.2.4. The Security Forces must conduct an investigation when a question arises as to whether or not a bite/scratch was provoked. Following the investigation, the Security Forces will present a full report to VS/CNV.

8.2.5. An individual who provokes an animal to bite/scratch is considered at fault; VS/CNV may quarantine the animal following such an incident. Parents are liable for the actions of their children and they should be especially aware of the behavior of preschoolers. A sponsor who has an animal under proper restraint is not liable for its actions should it (1) be provoked, or (2) be approached without consent of the sponsor or a family member. An owner may lodge a complaint with the Security Forces should a person repeatedly provoke an animal that is under proper restraint.

8.2.6. An animal that has bitten/scratched someone without provocation indicates the owner did not follow the proper restraint procedures outlined in paragraph 4.6.4. This includes bites/scratches inflicted on guests invited onto the owner's premises or into the area where the animal is kept. The VS/CNV determines the manner of quarantine for such an animal.

8.2.7. VS/CNV supervises the quarantining of any animal that is involved in a biting or scratching incident. Note: Quarantining is performed at the owner's expense.

8.2.8. After the first biting/scratching incident, a VTF representative notifies 66 SPTG/CEH who will (1) initiate a letter of intent to bar; (2) send the letter of intent to bar to the animal owner's commander; and (3) furnish a copy of the letter to 66 SPTG/CEH, VS/CNV, and 66 SFS/SFOL. After the second biting incident, an owner would have to remove the animal from the base immediately following its release from quarantine.

8.2.9. Animals involved in bite/scratch incidents, which are not current on rabies vaccination and/or

base registration, may be quarantined for 10 days (from date of bite) at an off-base facility in coordination with VS/CNV.

8.3. Animal Abuse/Neglect:

8.3.1. The 66 SFS/SFOL initiates criminal charges against an animal owner when evidence of animal abuse or neglect is present; VS/CNV may separate the animal from its owner. The 66 SFS/SFOL must report cases of animal abuse or neglect to 66 SPTG/CEH.

8.3.2. The 66 SFS/SFOL may remove an animal from the base if, in VS/CNV's opinion, the animal is being treated inhumanely, or (2) is so ill it requires immediate treatment. VS/CNV determines the cost of treatment.

Unusual/Threatening Behavior: An individual who observes an animal demonstrating unusual or threatening behavior must notify 66 SFS/SFOL who will, in turn, capture and impound it. The 66 SFS/SFOL will only destroy the animal when it cannot be safely captured alive, in accordance with their unit's instructions. Under these circumstances, the 66 SFS/SFOL must destroy the animal in a way that does not injure the head. The 66 SFS/SFOL will immediately deliver the carcass to the VTF; the latter will ship it to the appropriate laboratory for rabies testing.

8.5. Failure to Register: VS/CNV will give 66 SPTG/CEH the name of any pet owner who has not properly registered a dog, cat or ferret. The 66 SPTG/CEH must (1) initiate a letter of intent to bar, and (2) a letter to bar for animal owners who do not properly register their pets.

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Attachment 1

ANIMAL ABUSE/NEGLECT GUIDELINES

A1.1. Any person who has custody of an animal on Hanscom AFB is expected to provide adequate food, water, ventilation, light, space, medical care and shelter for it as explained in the following guidelines:

- Food. An animal's diet must (1) consist of wholesome food that is free from contaminants, and (2) be large enough to keep the animal in good health. Unless otherwise directed, a custodian must feed every animal at least once a day. The custodian keeps food containers reasonably clean and sanitizes all dry food self-feeders to prevent molding or caking of the product.
 - Water. Animals must always have access to a supply of potable water. The custodian (1) keeps water containers reasonably clean, and (2) provides fresh water at least twice a day (unless otherwise directed).
 - Ventilation. Animals housed in confined areas must have adequate fresh air. The custodian must make sure that an animal's living space is well ventilated in order to minimize odors and moisture condensation.
 - Light. In order to perform effective sanitary procedures and facilitate routine inspections, the custodian provides a light source for areas in which animals are confined.
 - Space. Animals housed in enclosed areas must have enough space to allow for adequate movement; this helps to keep them in good physical condition. Animals housed in areas with inadequate space often show signs of malnutrition, poor conditioning, excreta staining and abnormal behavior.
 - Medical Care. Animals kept on Hanscom AFB must be registered at the VTF and vaccinated against rabies. The custodian needs to provide a written verification that other medical or injurious conditions have received the appropriate attention.
 - Shelter.
- Animals kept indoors (i.e., family housing units) require the following temperature requirement: an ambient air temperature above 50 degrees Fahrenheit. Indoor shelters must conform to the guidelines described in the above paragraphs on ventilation, light and space.
 - Animals kept outdoors require shelters that will protect them from direct sunlight and enable them to remain dry during periods of rain or snow. An outdoor shelter must (1) contain adequate bedding material such as cedar shavings or cloth, (2) have a solid floor raised at least 2 inches from the ground, and (3) have an entrance that can be covered by a flexible, windproof material or a self-closing door. The facility's drainage system must be able to eliminate excess water.
 - Animals may not be chained outside family housing quarters for extended periods of time without supervision.